

# **Association of Pennsylvania Public Library Systems**

## **Business Meeting**

**Cocoa Terrace Room @ Hershey Lodge**

**September 5, 2019 @ 9:30 AM**

**Continental Breakfast @ 9-9:30 AM**

1. Call to Order
2. Approval of July 22, 2019 minutes
3. Nominations Report
4. Treasurer's Report
5. Old Business
  - a. Bylaws Changes
    - i. Dues Structure
  - b. 2020 Budget
  - c. PaLA/APPLS Alignment Report
  - d. APPLS website
  - e. APPLS at PaLA Conference 2019
    - i. Breakfast 'Un-Business Meeting'
    - ii. Marketing Idea
    - iii. New Logo
  - f. Executive Secretary Search (tabled from July meeting)
6. New Business
  - a. Next Meeting
7. Adjournment

## **APPLS Meeting Minutes**

**July 22, 2019**

### **PaLA Headquarters**

APPLS members in attendance in person: Blatchley, Garm, Hawk, Jenkins, McGary, R. Miller, Sherwood, Trout, Wishard.

APPLS members in attendance by teleconference: Bittle, Chisum-Chaffee, Collins, Flynn, Knisely / Martin, Marshall, J. Miller, Muccari, Resh, Schwarz.

Others in attendance: Kruger

Wishard called meeting to order at 11:13 a.m.

**MOTION** made by Hawk and seconded by Trout to approve the March 29, 2019 minutes. **MOTION** carried.

Bittle presented the June 2019 Treasurer's report, including list of dues paid by members. **MOTION** made by Blatchley and seconded by Miller to accept the June 2019 Treasurer's report. **MOTION** carried.

### **OLD BUSINESS:**

Members reviewed a brief summary of the history of APPLS dues. Members discussed how dues were factored against system operating expenditures and how systems have widely varying structures that affect operating expenditures. Question was raised as to whether individual systems receive different levels of value from APPLS membership, with the suggestion that a flat dues structure might be preferable. Members agreed that dues should be tied to what the organization wishes to accomplish. There was discussion regarding a recent survey of member expectations in terms of priorities. The four priorities (networking and support, professional development, advocacy at county level, policy influence with Office of Commonwealth Libraries) were evenly weighted. One objective identified in the survey includes establishing a stronger connection with and support from the Office of Commonwealth Libraries. Members observed there should be more inclusive communications from OCL to system administrators. Members also noted that APPLS could be more effective in welcoming, mentoring, and orienting new system administrators.

Members agreed on several action items from this discussion:

- Members agreed to meet on Thursday morning, September 5 in advance of the DLC meeting.
- Blatchley and Trout will work with Kruger to determine whether a room can be made available to APPLS for this meeting and to explore possible lunch options.
- Topics for the September agenda should include: proposed 2020 budget, proposed 2020 dues structure, Jenkins agreed to provide to members any historical documents that note APPLS' suggested changes to the State Library Code and Regulations.

**MOTION** made by Sherwood and seconded by Trout to notify APPLS members of a proposed amendment to the APPLS bylaws, to be voted on at the September 5 meeting.

**Old language:** *Section 2. Dues are determined based on a sliding scale based upon organization expenditures and will be assessed annually. 2/3s of the membership will have to be in agreement to make changes to the dues structure and schedule.*

**Proposed amended language:** *Section 2. Dues ~~are determined based on a sliding scale based upon organization expenditures and will be assessed annually~~ according to an approved schedule. 2/3s of the membership will have to be in agreement to make changes to the dues structure and schedule.*

**MOTION** carried.

#### **NEW BUSINESS:**

APPLS members discussed various options for ensuring a more sustainable organizational model (e.g., APPLS being a division of PaLA or having a contract for service with PaLA as PAILS does). A small working group was tasked to talk with PaLA (Sticha, Garm, and Trout).

Regarding the PaLA Conference:

- There will be a Monday morning (8 a.m.) open discussion forum / panel on what APPLS is and what its members accomplish.
- Members agreed to pursue some type of handout and/or giveaway with the APPLS branding for the Public Library Division breakfast sponsored by APPLS. Wishard agreed to work on this.

Members discussed what direction APPLS should take, what priorities to set. Agreed that there should be an APPLS Website including basic information (what APPLS is, who the members are, how to contact APPLS, what APPLS does, benefits of membership, etc.). A domain name should be purchased. Resh and Hawk agreed to work together to accomplish this. McGary offered to have a staff member re-design the APPLS logo.

**MOTION** by Miller and seconded by Trout to authorize an existing employee of the Allegheny County Library Association to fulfill the basic job requirements of the executive secretary role through the end of 2019 (with compensation up to \$2,000). **MOTION** carried, Jenkins abstaining. ACLA will provide detailed time sheet and record, and connect officers and working committees with this individual.

The members agreed to table the search for an executive secretary until later in the year or early in 2020.

The Chair appointed Garm and Schwarz to serve as the Nominations Committee to present a slate of officers for the members' consideration in advance of the September meeting.

Next meeting will be held the morning of Thursday September 5. Details to be provided.

Meeting adjourned at 2:30 p.m.

**ACTION ITEMS:**

1. Blatchley and Trout will work with Kruger to determine whether a room can be made available to APPLS for a meeting the morning of September 5 and to explore lunch options.
2. Jenkins will provide historical documents noting APPLS' previously suggested changes to the State Library Code and Regulations.
3. Sticha, Trout, and Garm will talk with PaLA about possible options for organizational support.
4. Resh and Hawk will pursue establishing an APPLS website.
5. McGary will coordinate re-design of APPLS logo.
6. Garm and Schwarz will present slate of candidates for APPLS offices.

## NOTES ON APPLS FINANCIALS

JULY 2019

### **Regarding Accounting Services**

*The Allegheny County Library Association (ACLA) is providing accounting services to APPLS utilizing a Blackbaud system. All APPLS funds are maintained as a restricted program with a separate bank account and are tracked separately from all other ACLA financial activity.*

### **Balance Sheet**

1. As of 7/31/2019 APPLS had a cash balance of \$32,591, \$4,247 increase over 2018.

### **Budget vs. Actual**

1. APPLS dues were billed in April.
2. APPLS actual dues revenue is \$9,890 vs. \$10,615 budgeted. Several systems opted out of dues payment.
3. Other contracted services includes charge for accounting services from ACLA. There will be additional costs through year-end for interim administrative secretarial support.
4. Other program expense included \$1,500 for PaLA Conference support and \$2,500 in general PaLA operating support.
5. APPLS YTD expense is \$5,708 with a net surplus of \$4,235.

# APPLS Library Balance Sheet

	Actual 7/31/2019	Past Year 12/31/2018	Difference
Assets			
Current Assets			
Bank Accounts			
Appls Bank Account			
10150 APPLS Dollar Bank	\$32,591	\$28,344	\$4,247
Total Appls Bank Account	\$32,591	\$28,344	\$4,247
Total Bank Accounts	\$32,591	\$28,344	\$4,247
Total Current Assets	\$32,591	\$28,344	\$4,247
Total Assets	\$32,591	\$28,344	\$4,247
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities			
20040 Due to	\$12	\$0	(\$12)
Total Other Current Liabilities	\$12	\$0	(\$12)
Total Current Liabilities	\$12	\$0	(\$12)
Total Liabilities	\$12	\$0	(\$12)
Equity			
Net Asset Unrestricted			
30000 Net Income	\$2,863	(\$1,373)	\$4,235
31000 Net Asset - Unrestricted	\$29,717	\$29,717	\$0
Total Net Asset Unrestricted	\$32,579	\$28,344	\$4,235
Total Equity	\$32,579	\$28,344	\$4,235
Total Liabilities and Equity	\$32,591	\$28,344	(\$4,247)

# Association of PA Public Library Systems

## Budget Versus Actual

		Budget 12/31/2019	Actual 7/31/2019	Over Budget	% of Budget
Revenue					
Other Revenue					
Earned Revenue					
51100	Revenue (Regular Dues)	\$10,615	\$9,890	(\$725)	93%
Total Earned Revenue		\$10,615	\$9,890	(\$725)	93%
Income from Investments					
52100	Bank Interest	\$60	\$54	(\$6)	89%
Total Income from Investments		\$60	\$54	(\$6)	89%
Total Earned Revenue		\$10,675	\$9,944	(\$731)	93%
Total Revenue		\$10,675	\$9,944	(\$731)	93%
Expenses					
Operations					
Office Operations					
73100	Supplies	\$500	\$0	\$500	0%
73400	Postage	\$0	\$12	(\$12)	0%
73800	Insurance	\$1,500	\$0	\$1,500	0%
73900	Dues	\$85	\$12	\$73	14%
Total Office Operations		\$2,085	\$24	\$2,061	1%
Contracted Services					
72400	Other Contracted Services	\$2,000	\$500	\$1,500	25%
Total Contracted Services		\$2,000	\$500	\$1,500	25%
Travel and Meeting					
75200	Meeting Expense	\$0	\$64	(\$64)	0%
Total Travel and Meeting		\$0	\$64	(\$64)	0%
Other Expenses					
77700	Miscellaneous Expense	\$10	\$0	\$10	0%
Total Other Expenses		\$10	\$0	\$10	0%
Total Operations		\$4,095	\$588	\$3,507	14%
Program					
Program Expense					
83040	Other Program	\$4,000	\$4,000	\$0	100%
83200	Continuing Education	\$2,500	\$1,120	\$1,380	45%
Total Program Expense		\$6,500	\$5,120	\$1,380	79%
Total Program		\$6,500	\$5,120	\$1,380	79%
Total Expenses		\$10,595	\$5,708	\$4,887	54%
Surplus/(Deficit)		\$80	\$4,235	(\$4,155)	5,294%
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$80</b>	<b>\$4,235</b>	<b>\$4,155</b>	<b>5,294%</b>

# APPLS Statement of Activities

		Actual 7/31/2019	Actual 7/31/2018	Change	% Change
Revenue					
Other Revenue					
Earned Revenue					
51100	Revenue (Regular Dues)	\$9,890	\$9,775	\$115	1%
51400	PA Forward Contribution	\$0	(\$5,000)	\$5,000	100%
Total Earned Revenue		\$9,890	\$4,775	\$5,115	107%
Income from Investments					
52100	Bank Interest	\$54	\$44	\$9	21%
Total Income from Investments		\$54	\$44	\$9	21%
Total Earned Revenue		\$9,944	\$4,819	\$5,124	106%
Total Revenue		\$9,944	\$4,819	\$5,124	106%
Expenses					
Operations					
Office Operations					
73400	Postage	\$12	\$0	(\$12)	0%
73900	Dues	\$12	\$0	(\$12)	0%
Total Office Operations		\$24	\$0	(\$24)	0%
Contracted Services					
72400	Other Contracted Services	\$500	\$834	\$334	40%
Total Contracted Services		\$500	\$834	\$334	40%
Travel and Meeting					
75200	Meeting Expense	\$64	\$0	(\$64)	0%
Total Travel and Meeting		\$64	\$0	(\$64)	0%
Total Operations		\$588	\$834	\$246	30%
Program					
Program Expense					
83040	Other Program	\$4,000	\$4,000	\$0	0%
83200	Continuing Education	\$1,120	\$0	(\$1,120)	0%
Total Program Expense		\$5,120	\$4,000	(\$1,120)	(28)%
Total Program		\$5,120	\$4,000	(\$1,120)	(28)%
Total Expenses		\$5,708	\$4,834	(\$874)	(18)%
Surplus/(Deficit)		\$4,235	(\$15)	(\$4,250)	(28,411)%
<b>NET SURPLUS/(DEFICIT)</b>		<b>\$4,235</b>	<b>(\$15)</b>	<b>\$4,250</b>	<b>28,411%</b>



**APPLS DUES AND OPTIONAL LEVEL OF GIVING FOR PaForward**

Adopted April 26, 2011

<b>2009 APPLS DUES Level</b>	<b>Proposed Dues Increase Percentage</b>	<b>Proposed Dues Increase Amount</b>
\$ 100	25%	\$ 125
\$ 150	33%	\$ 200
\$ 200	50%	\$ 300
\$ 250	78%	\$ 445
\$ 400	100%	\$ 800

<b>LIBRARY SYSTEM NAME</b>	<b>2009 APPLS DUES Paid</b>	<b>Dues Increase Percentage</b>	<b>Dues Increase Amount</b>
Adams County Library System	\$ 200	50%	\$ 300
Allegheny County Library Assoc	\$ 400	100%	\$ 800
Beaver County Library System	\$ 200	50%	\$ 300
Bedford Co Fed Lib System	\$ 100	25%	\$ 125
Berks Co Pub Libraries	\$ 250	78%	\$ 445
Blair County Lib System	\$ 200	50%	\$ 300
Bradford County Library	\$ 100	25%	\$ 125
Bucks County Free Library	\$ 400	100%	\$ 800
Butler County Fed Lib System	\$ 200	50%	\$ 300
Cambria County Library System	\$ 200	50%	\$ 300
Centre Co Federation/Pub. Libraries	\$ 200	50%	\$ 300
Chester County Library	\$ 400	100%	\$ 800
Crawford Co Fed Lib System	\$ 150	33%	\$ 200
Cumberland County Library System	\$ 250	78%	\$ 445
Delaware County Library System	\$ 400	100%	\$ 800
Franklin County Library System	\$ 200	50%	\$ 300
Greene County Library System	\$ 100	25%	\$ 125
Jefferson County Library System	\$ 100	25%	\$ 125
Lackawanna Cnty Library System	\$ 250	78%	\$ 445
Lawrence Co Fed Library System	\$ 150	33%	\$ 200
Lebanon County Library System	\$ 150	33%	\$ 200
Library System of Lancaster County	\$ 250	78%	\$ 445
Luzerne County Library System	\$ 250	78%	\$ 445
Lycoming County Library System	\$ 200	50%	\$ 300
Potter-Tioga County Lib Sys	\$ 100	25%	\$ 125
Somerset County Fed Lib System	\$ 100	25%	\$ 125
Union County Library System	\$ 100	25%	\$ 125
Washington County Library Sys	\$ 200	50%	\$ 300
Wayne Library Authority	\$ 100	25%	\$ 125
Westmoreland County Fed. Library System	\$ 250	78%	\$ 445
York County Library System	\$ 250	78%	\$ 445
<b>TOTAL</b>	<b>\$ 6,400</b>		<b>\$ 10,614</b>

**PaLA Pa Forward Range of Giving Support**

<b>LIBRARY SYSTEM NAME</b>	<b>2009 APPLS DUES LEVEL</b>	<b>Dues Increase Amount</b>	<b>APPLS PA FORWARD Giving Level 1</b>	<b>APPLS PA FORWARD Giving Level 2</b>	<b>APPLS PA FORWARD Giving Level 3</b>
Adams County Library System	\$ 200	\$ 300	\$ 600	\$ 1,200	\$ 1,500
Allegheny County Library Assoc	\$ 400	\$ 800	\$ 1,600	\$ 4,000	\$ 4,800
Beaver County Library System	\$ 200	\$ 300	\$ 600	\$ 1,200	\$ 1,500
Bedford Co Fed Lib System	\$ 100	\$ 125	\$ 300	\$ 500	\$ 625
Berks Co Pub Libraries	\$ 250	\$ 445	\$ 1,000	\$ 2,225	\$ 2,670
Blair County Lib System	\$ 200	\$ 300	\$ 600	\$ 1,200	\$ 1,500
Bradford County Library	\$ 100	\$ 125	\$ 300	\$ 500	\$ 625
Bucks County Free Library	\$ 400	\$ 800	\$ 1,600	\$ 4,000	\$ 4,800
Butler County Fed Lib System	\$ 200	\$ 300	\$ 600	\$ 1,200	\$ 1,500
Cambria County Library System	\$ 200	\$ 300	\$ 600	\$ 1,200	\$ 1,500
Centre Co Federation/Pub Libs	\$ 200	\$ 300	\$ 600	\$ 1,200	\$ 1,500
Chester County Library	\$ 400	\$ 800	\$ 1,600	\$ 4,000	\$ 4,800
Crawford Co Fed Lib System	\$ 150	\$ 200	\$ 450	\$ 800	\$ 1,000
Cumberland Co. Library System	\$ 250	\$ 445	\$ 1,000	\$ 2,225	\$ 2,670
Delaware County Library System	\$ 400	\$ 800	\$ 1,600	\$ 4,000	\$ 4,800
Franklin County Library System	\$ 200	\$ 300	\$ 600	\$ 1,200	\$ 1,500
Greene County Library System	\$ 100	\$ 125	\$ 300	\$ 500	\$ 625
Jefferson County Library System	\$ 100	\$ 125	\$ 300	\$ 500	\$ 625
Lackawanna Cnty Library System	\$ 250	\$ 445	\$ 1,000	\$ 2,225	\$ 2,670
Lawrence Co Fed Library System	\$ 150	\$ 200	\$ 450	\$ 800	\$ 1,000
Lebanon County Library System	\$ 150	\$ 200	\$ 450	\$ 800	\$ 1,000
Library System of Lancaster Co.	\$ 250	\$ 445	\$ 1,000	\$ 2,225	\$ 2,670
Luzerne County Library System	\$ 250	\$ 445	\$ 1,000	\$ 2,225	\$ 2,670
Lycoming County Library System	\$ 200	\$ 300	\$ 600	\$ 1,200	\$ 1,500
Potter-Tioga County Lib Sys	\$ 100	\$ 125	\$ 300	\$ 500	\$ 625
Somerset County Fed Lib System	\$ 100	\$ 125	\$ 300	\$ 500	\$ 625
Union County Library System	\$ 100	\$ 125	\$ 300	\$ 500	\$ 625
Washington County Library Sys	\$ 200	\$ 300	\$ 600	\$ 1,200	\$ 1,500
Wayne Library Authority	\$ 100	\$ 125	\$ 300	\$ 500	\$ 625
Westmoreland Co. Fed. Lib. Sys.	\$ 250	\$ 445	\$ 1,000	\$ 2,225	\$ 2,670
York County Library System	\$ 250	\$ 445	\$ 1,000	\$ 2,225	\$ 2,670
<b>TOTAL PA FORWARD SUPPORT</b>		<b>\$ 10,614</b>	<b>\$ 22,550</b>	<b>\$ 48,775</b>	<b>\$ 59,390</b>



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## QUOTATION

TO: **Leslie Wishard**  
FROM: *Michelle Rhodes, Sales Consultant*  
800-877-5242 x133 [michelle@janway.com](mailto:michelle@janway.com)

ACCOUNT#: 23453  
DATE: 7/24/2019

CUSTOMER: POTTER-TIOGA LIBRARY SYSTEM  
106 E MAIN STREET  
KNOXVILLE PA 16928

PRODUCT #: 25-30-1050

DESCRIPTION: 3"x3" Self-Adhesive Scratch Pads; 25 sheets per pad; Full color imprint; Imprint area: 2 5/8" x 2 5/8"; Background colors available: white, light blue, light green, yellow or pink

QUANTITY:	500	250		
UNIT PRICE:	\$0.29	\$0.35		
ADDT'L CHARGE:				
Subtotal	\$145.00	\$87.50		
SET-UP CHARGE:	\$10.00	\$10.00		
MISC CHARGE:				
*ESTIMATED SHIPPING:	\$25.00	\$20.00		

ESTIMATED TOTAL: \$180.00 \$117.50

\*\*OVER/UNDER RUN:

5%

\*\*Billing is for quantity shipped - this figure is the **maximum** possible under/overrun possible.

\*\*\*PRODUCTION TIME: to meet your 10/7 in-hands date

**Prices are firm until 9/30/19**

\*Shipping is billed at actual cost. This is only an estimate, due to fluctuating shipping costs, actual shipping costs may vary.

\*\*\*Production time starts when artwork is approved - this does not include shipping time.





